

JOB OPPORTUNITY

Job Opportunity Bulletin:	06-035
Final Filing Date:	09/22/06 Or Until Filled

Position:	Salary:	Location:
Office Technician (Typing)	\$2,510-\$3,050 per month	California Rural Health Policy Council Office 1600 9 th Street, Room 440 Sacramento, CA. 95814

General Statement:

We are seeking a highly motivated individual with excellent interpersonal skills who wants to be part of a professional team environment and enjoys challenges. Under direction of the Assistant Director, this position will provide a variety of the most difficult general office work for the Assistant Director and Rural Health Policy Council (RHPC) Directors. The incumbent must consistently exercise a high degree of initiative and independence in performing assigned duties.

Duties:

- ❖ Provide sole clerical support services to the Assistant Director and Health Program Specialist II (lead).
- ❖ Coordinate and schedule meetings; prepare meeting agendas, notices and handout materials; make travel arrangements; and prepare meeting summary from written transcription.
- ❖ Compose and type correspondence, memoranda, forms and other documents and proofread outgoing correspondence for consistency with administrative policy, format and grammatical construction. Maintain correspondence tracking system.
- ❖ Screen incoming correspondence and telephone communications and properly route inquiries to the appropriate individual for response using proper discretion, tact, and good judgment.
- ❖ Maintain general office supplies inventory, including ordering and receiving supplies. Process general supply requests and special supply/equipment requests from staff and reconcile invoices.
- ❖ Process travel claims for staff.
- ❖ Track and follow-up on correspondence from the RHPC Chairperson, Health & Human Services Agency, and Governor's Office. Determine appropriate distribution, prepare envelopes and duplicate copies.
- ❖ Maintain and/or develop a desk manual identifying procedures and practices for the position.

Desirable Qualifications:

- ❖ Possess excellent organizational skills and attention to detail.
- ❖ Experience with Microsoft applications with an emphasis on Word, Excel, PowerPoint, Access, Visio and Web.
- ❖ Excellent written, oral and interpersonal communication skills.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Ability to maintain a high degree of initiative, independence and accuracy in performing tasks.
- ❖ Available to work 8 a.m. to 5 p.m., and travel out of town when required. Some trips may require an overnight stay.

Who May Apply:

Applications will be accepted from candidates currently in the class or candidates or who have list, transfer or reinstatement eligibility to the class. Applicants with list appointment should attach a copy of their notice of test results. Appointments are subject to SROA policies. Only the most qualified individuals will be selected for an interview.

OSHHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested parties should submit a State Examination and/or Employment Application, STD. 678 and a resume to:
California Rural Health Policy Council Office
1600 9th Street, Room 440
Sacramento, CA 95814
Attention: Kathleen Maestas (Job #06-035)

For further information contact Kathleen Maestas at (916) 651-7873.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

